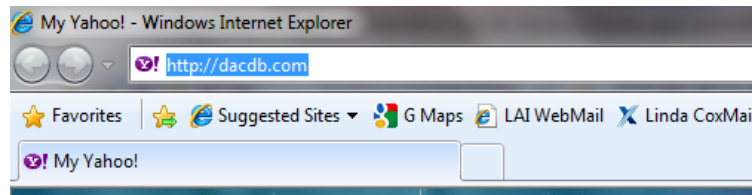




To access [DaCdb](http://DaCdb.com), you may click on the link you received in the welcome letter or type in “DaCdb.com” in the address line of your browser, or just use the **direct** URL address: www.DaCdb.com/rotary



This takes you to a screen that looks like the one below.
Then, click on the **LOG IN Here** link, and it takes you to the [DaCdb](http://DaCdb.com) log on screen.



Quick Start Tip: Generally, your district website (www.RotaryXXXX.org) contains a link to [DaCdb](http://DaCdb.com). Encourage your webmaster to add a link to your club website as well.

When you get to the actual log-on screen (see below) you will need your (1) email address, (2) password (member number – available from your Rotarian magazine, your club secretary or various Rotary reports) and (3) your club number (also available from your club secretary). You may change your password after you log-on.



District and Club database

DaCdb Access

DaCdb

The District and Club database was developed to assist districts and clubs to meet their administrative reporting requirements to Rotary International, and to foster easier communications within the district for the district leadership, district committees, club leadership, and of course the members of Rotary Clubs.

Sign In

1 **User Name:** (Usually your EMail address)

2 **Password:** (Usually your RI MemberID)

3 **Club Number:** Not required unless your are an AG or District Officer

Remember Me: **DO NOT check this on public systems**
(e.g., libraries, internet cafes)

If you are having trouble logging in above, trying logging in [here](#)

What's Available:

- Maintain Members**
- Create Calendar Events**
- Run Detailed Reports**
- Submit Attendance**
- ... and much more!

[Forgot UserName/Password? Click Here](#)

[Reset my saved login values](#)

[Or other Login Problems?](#)

[My Email address changed, now what?](#)

Create [DaCdb Short Cut](#)

1. **User Name:** This is *usually* your email address.
2. **Password:** This is *usually* your Rotary Member number. If you don't know your Rotary Member number, look at the mailing label on the front of your Rotarian magazine (it is in the upper left hand portion of the label, and is the 7 significant digits: e.g. 2057275); or ask your club secretary.
 - a. If you do NOT have a Rotary Member number yet, then try using your last name in the password field.
3. **Club Number:** Again this is available from your club secretary or other club officers. This field is **not** required to log in for non-officers of the district.

Quick Start Tips:

- Before you Sign In, create a **shortcut** on your desktop by clicking on the "Create DaCdb Short Cut" link at the bottom LEFT (under the LOG IN button) of your page. (circled link above; and DRAG it onto your desktop).